

# Attendance Policy Headlines

Tulip Academy Spalding believes that to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school. The policy has been written in line with a number of Legal frameworks that are available in the full policy.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

The school's attendance officers are Kathryn Greene (Waterside Campus) and Toni Wand (Springview Campus) and can be contacted via [Kathryn.Greene@tulip-cit.co.uk](mailto:Kathryn.Greene@tulip-cit.co.uk) and [Toni.Wand@tulip-citco.uk](mailto:Toni.Wand@tulip-citco.uk). Staff, parents and pupils will be expected to contact the attendance officer for queries or concerns about attendance. Other roles and responsibilities are outlined in the policy in full.

The following definitions apply for the purposes of this policy:

## **Absence:**

- Arrival at school after the register has closed
- Not attending the registered school for any reason

## **Authorised absence:**

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

## **Unauthorised absence:**

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

## **Persistent absence (PA):**

- Missing 10 percent or more of schooling across the year for any reason

## **Missing education**

- Not registered at a school and not receiving suitable education in a setting other than a school

## **Attendance expectations**

The school has high expectations for pupils' attendance and punctuality and ensures that these expectations are communicated regularly to parents and pupils.

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

# **Attendance Policy Headlines**

The school day starts at 9:10am, and pupils will be in their classroom, ready to begin lessons at this time; therefore, pupils will be expected to be on the school site between 8:45am – 9:00am (Waterside Campus) and 8:50am – 9:05 (Springview Campus).

Parents will be required to contact the school office via telephone before 9:15am on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

## **Leave of absence**

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to contact the headteacher in writing at least two weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from school. The school is not likely to grant leaves of absence for the purposes of family holidays.

## **SEND**

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with EHC plans that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

## **Legal intervention**

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after one term, the attendance officer will consider:

- Holding a formal meeting (School Attendance Panel SAP) with parents and the school's point of contact in the School Attendance Support Team.
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the headteacher will issue a fixed penalty notice in line with the LA's code of conduct.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

The full policy covers several other areas regarding attendance. The policy has been provided as part of this communication thread and is also available on the school website (Key Info; Policies).